

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Jason Pittman			JOB NUMBER (JN) 88487C	CONTROL SECTION (CS) 3811
DESCRIPTION IF NO JN/CS Design Services for the proposed shoulder widening on US-127 from White Road north to Loomis Road in Jackson County				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input checked="" type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 1/1/07 THROUGH 3/31/07

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL DUE DATE 3/1/07	TIME DUE 3:00pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Jason Pittman, P.E.  
MDOT Jackson Transportation Service Center  
2750 N. Elm Road  
Jackson, Michigan 49201-6802

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

# **Michigan Department of Transportation**

## **SCOPE OF SERVICE FOR DESIGN SERVICES**

**CONTROL SECTION:** 38111

**JOB NUMBER:** 88487C

**PROJECT LOCATION:**

US-127(Meridian Road) from White Road (CS 38111, MP 0.926) north to Loomis Road (CS 38111, MP 5.636), in Liberty Township, in Jackson County. PR#899004

**PROJECT DESCRIPTION:**

This project consists of all work related to designing this project, including but not limited to the following:

- a. Widen existing northbound shoulder to provide 12 feet paved width. The proposed work will require the removal of 2 feet of the existing 10 feet paved shoulder, milling the remaining 8 feet of paved shoulder 1 ½ inch, trenching and paving for required 12 feet paved width.
- b. Earthwork operations and slope stabilization to accommodate shoulder widening.
- c. Guardrail upgrade/replacement.
- d. Culvert extensions (geotechnical investigation may be required for 60 inch extension).
- e. Minor drainage improvements.

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Roads and Streets.

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Maintaining Traffic Plans & Provisions  
Pavement Marking Plans  
Permanent Non-Freeway Traffic Signing Plans  
Geotechnical Engineering Services

The anticipated start date of service for this contract is **April 27, 2007**.

The anticipated completion date of service for this contract is **May 2, 2008**.

## **MDOT PROJECT MANAGER:**

Jason Pittman, P.E.  
MDOT Jackson Transportation Service Center  
2750 N. Elm Road, Jackson, Michigan 49201-6802  
Phone: 517-780-5277  
Fax: 517-780-5454  
E-mail: [pittmanj@michigan.gov](mailto:pittmanj@michigan.gov)

## **PROJECT CONSTRUCTION COST**

The estimated cost of road construction is: \$1,600,000

The above construction total is the amount of funding programmed for this project. The CONSULTANT is expected to design the project within the programmed amount.

**If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the CONSULTANT will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.**

## **REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

CONSULTANT is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. CONSULTANT shall comply with all MDOT CADD standards and **file naming conventions**.

## **CONSULTANT RESPONSIBILITIES**

Complete the design of this project including, but not limited to the following:

1. Meet with the MDOT Project Manager to review project scope, location of data sources and contact persons, and review relevant MDOT operations. Review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time.

2. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
3. Compute and verify all plan quantities.
4. Prepare staging plan (if required) and special provision for maintaining traffic during construction.
5. Prepare pavement marking and signing plans to address existing features affected by proposed work.
6. Provide solutions to any unique problems that may arise during the design of this project.
7. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (ie. county drain commission) and related mitigation. MDOT will submit permit requests.
8. Attend project-related meetings as directed by the MDOT Project Manager.
9. The MDOT Project Manager shall be the official MDOT contact person for the CONSULTANT **and shall be made aware of all communications regarding this project.** Send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
10. Contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.
11. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
12. Obtain and show on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. Attend all utility meetings to ensure that the concerns are addressed on the plans involving utilities. Assist in the review of utility permit requests to ensure compatibility with the project.
13. Obtain up to date access permits and pertinent information, as required, for tasks in MDOT Right of Way (ROW). This information can be obtained through Kathy Fulton, MDOT Utilities/Permits Section, Real Estate Support Area at (517) 373-7680.

14. Provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
15. Provide geotechnical investigation and report for 60 inch culvert extension. The extent of geotechnical services will be discussed at the Scope Verification Meeting.

#### **MDOT RESPONSIBILITIES:**

1. Schedule and/or conduct project related meetings, including The Scope Verification meeting, The Plan Review Meeting, The Omissions/Errors/Check meeting and utility coordination meetings.
2. Prepare final Transport cost estimate utilizing CONSULTANT supplied SAPW files.
3. Submit final plans and proposal in E-proposal format using files provided by CONSULTANT.
4. Furnish Special Details and pertinent reference materials.
5. Furnish old plans of the area, if available. These plans may be paper copies and/or electronic files.
6. Supply information on existing pavement structure as necessary.
7. Distribute and receive requests for utility information and coordinate all necessary utility relocations.
8. Furnish pavement core information (CONSULTANT shall place information on plan sheets).
9. Furnish pavement design.
10. Submit permit requests (i.e. DEQ permits, County Drain Permits).

#### **DELIVERABLES:**

The CONSULTANT shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with **standard MDOT file names**. It is the CONSULTANT's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity

Manager can be used to transfer pay item information to SAPW/Trns\*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the CONSULTANT for correction at the CONSULTANT's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") format. A full size title sheet shall be plotted, stamped and signed then delivered to the MDOT Project Manager. MDOT signatures will be added to the sheet, scanned, and an electronic copy returned to the CONSULTANT to include in the final Adobe file.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns\*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

**Final deliverables shall be submitted in an electronic format. Project cross sections shall be submitted in a DGN format. All design calculations and project correspondence shall be combined into an Adobe PDF file. Tabs should be included to manage each section of the deliverable file.**

For road plans, the project will require a ratio (scale) of 1"=100'. The plan sheets should include 25 stations each.

Other plan sheets that are required for this project shall be completed by the CONSULTANT. These include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The CONSULTANT shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Typical Cross Section sheets
- C. Project Specific Miscellaneous Detail sheet(s)
- D. Note Sheet



- E. Legend Sheet
- F. Witness and Benchmark sheet(s)
- G. Removal, Construction, and Profile Sheets.
- H. Pavement marking and permanent signing plan(s).
- I. Soil Boring/Pavement Core log sheet(s).

All plans, special provisions, estimates, and other project related items shall meet MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

All plans, specifications, and other project related items are subject to review and approval by MDOT.

## **PROJECT SCHEDULE**

The scheduled CONSULTANT's plan completion date for this project is **December 3, 2007**. The CONSULTANT shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the CONSULTANT's Monthly Progress Reports.

### Target

<u>Date</u>	<u>Task #</u>	<u>Description</u>
04-27-2007		Notice to Proceed (approximate date)
	3390	Develop the Construction Zone Traffic Control Concept
	3540	Develop Construction Zone Traffic Control Plan
	3552	Develop Preliminary Permanent Pavement Marking Plan
	3553	Develop Preliminary Non-Freeway Signing Plan
	3580	Develop Preliminary Plans
<b>06-29-2007</b>		Submit Environmental Permit Information
<b>07-13-2007</b>		Submit Preliminary Plans
08-20-2007	3590	Review Preliminary Plans (The Plan Review, approximate date)
	3822	Complete Permanent Pavement Marking Plan
	3823	Complete Non-Freeway Signing Plan
	3830	Complete the Construction Zone Traffic Control Plan
	3840	Develop Final Plans and Specifications
<b>10-12-2007</b>		Submit Final Plan/Proposal Package to MDOT for final review
	3870	Hold Omissions/Errors Check (OEC) Meeting

11-06-2007	Omissions/Errors Check (OEC) Meeting (approximate date)
12-03-2007	Consultant's Plan Completion
12-03-2007	<b>Consultant's Final Plan Submittal (E-Proposal Format)</b>
03-03-2008	Final Deliverables to MDOT

## **PAYMENT SCHEDULE**

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

## **CONSULTANT PAYMENT**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the CONSULTANT for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the CONSULTANT. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the CONSULTANT and must have prior approval by the MDOT Project Manager.

## **MONTHLY PROGRESS REPORT**

On the first of each month, the CONSULTANT Project Manager shall submit a monthly project progress report to the MDOT Project Manager:

Jason Pittman, Project Manager  
MDOT Jackson Transportation Service Center  
2750 N. Elm Road  
Jackson, Michigan 49201-6802  
E-mail: [pittmanj@michigan.gov](mailto:pittmanj@michigan.gov)

The monthly progress report shall follow the guidelines in Attachment A.

**ATTACHMENT A**  
**CS 38111 – JN 88487C**  
**US-127 (Meridian Road) from White Road north to Loomis Road**  
**in Jackson County.**

**MONTHLY PROGRESS REPORTS**

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

**Control Section 00000**  
**Job Number 00000C**  
**Structure Number S00**  
**Date 00/00/00**

**MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

**Structure Number - Control Section - Job Number**  
**Route, Location Description**  
Design Schedule as of 00/00/95

**LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN  
SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.**

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	(Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	??	Initial project meeting.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3330	Conduct Design Survey..
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3360	Prepare Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submit Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3580	Develop Preliminary Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3540	Develop Construction Zone Traffic Control Plan
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3550	Develop Preliminary Traffic Operations Plan.
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3351	Review & Submit of Preliminary Right-Of-Way Plans.
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Submittal of The Plan Review Package.
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Completion of the Plan Review Meeting.
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3840	Develop Final Plans and Specifications
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Submittal of final plans/proposal package to MDOT for final review.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		CONSULTANT=s Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Final Deliverables to MDOT

**MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.
  - 1. During the last month we completed the Final Right of Way plans and submitted them to Thomas Nelson, Jr. on 05/01/99.
- B. Anticipated work items for the upcoming month.
  - 1. Submit the Preliminary Plans and related material on 03/11/99.
  - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 03/12/99.
- C. Real or anticipated problems on the project.
  - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
  - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
  - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
  - 1. Discussed bridge and ramp geometries with Tom Myers of M\$DOT Traffic and Safety Division on 07-24-95.

**SN: S02 - CS: 12345 - JN: 11111C**  
**M-111, from There Village Limits to north of That Road**  
Design Schedule as of 07/31/95

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	(Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
01/12/95	01/12/95	<b>01/12/95</b>	<b>01/12/95</b> ??		Initial project meeting.
01/29/95	01/29/95	<b>01/30/95</b>	<b>01/30/95</b> 3330		Conduct Design Survey.
02/17/95	04/10/95	<b>02/17/95</b>	<b>04/20/95</b> 3360		Prepare Base Plans.
02/29/95	02/29/95	<b>02/29/95</b>	<b>02/29/95</b> 3390		Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	<b>03/12/95</b>	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	<b>03/25/95</b>	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting

## **VERBAL CONTACT RECORD**

**Control Section** 12345

**Job Number** 11111C

**Structure Number** S02

**Date** 07/31/95

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.



**ATTACHMENT B**  
**CS 38111 – JN 88487C**  
**US-127 (Meridian Road) from White Road north to Loomis Road**  
**in Jackson County.**

## **FOR YOUR INFORMATION**

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

**Dennis Kelley: (517) 373-4614**

**Tonya Nobach: (517) 335-1927**